

Ritu Kumari Rajak

ritu79013@gmail.com

8391986300

11-03-2022

Hiring Manager

Dear Hiring Manager,

I'm applying for the post at your company. Based on the posted description, I'm confident that I am fully qualified for the position and will be a strong addition to your team. I would appreciate a job interview at your earliest convenience.

Please find my resume attached.

I can be reached at the number above or at my email address.

Sincerely,

Ritu Kumari Rajak

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P.o-Narayanpur, Vill-Jhimuli, Dist- Malda, West Bengal,
732141
ritu79013@gmail.com
Mobile : 8391986300
Gender : Female
Marital Status : Married
DOB : 3/11/1993
City : Malda
State : West Bengal
Country : India
Pincode : 732141



ACADEMIC DETAILS

Degree/Course	Institution	Year of Passing	Percentage / Grade
Master of arts in geography	Patna University	2017	72.56%
B.A	Patna University	2015	73.1%
B.Ed	Wbuttepa	2020	80%

FIELD OF INTERESTS

- Teaching, office assistant, executive

SKILLS

- Ms office, Excel

CURRICULAR ACTIVITIES

- Crafting,

HOBBIES

- Traveling, Reading

Ritu Kumari Rajak
(Ritu Kumari Rajak)